

## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

<b>DHR</b>		<b>1. GEORGIA DEPARTMENT OF HUMAN RESOURCES</b>		<b>ARCHIVES AND HISTORY</b>	
Application Date August 21, 1979		Office of Administrative Services Child Support Recovery Unit Collection and Distribution 618 Ponce de Leon Avenue, N. E. Atlanta, Georgia 30308		Application Number <b>79-166</b>	
Application Number DHR-39				Date Received AUG 24 1979	
				Date Completed SEP 19 1979	
2. Person to Contact Rodney Hicks		Working Title Principal Accountant		Telephone Number 894-4127	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-265-A Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series Earliest 7/1/74		5. Records Series Title (followed by title used in office, if different) Child Support Payment Ledger and Receipt Files			
Latest to present					
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Office of Administrative Services is responsible for providing administrative support to the Department. This includes: General Support Services; Data Processing and Management Information Systems; Personnel Services; Grants Development and Management; Contracts Management; and Child Support Recovery.  The Child Support Recovery Unit, in accordance with the 1967 Social Security Act and the Georgia Child Support Recovery Act, has the responsibility to locate deserting parents; to secure commitment of child support from such parents; to collect and disburse child support payments; and to enforce the support obligation of the absent parent.					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: collecting payments from deserting parents for support of their child(ren), who receive public assistance; and distributing those funds to the proper authorities. Included are: form 5708 (Absent Parent Case Information) which shows whether case is new or being changed; case number; absent parent name, address, Social Security number; amount of budgeted support; recipient name; case status; and other information. Also, form 5679 (Absent Parent Obligation Information) which shows whether case is new or being changed; name of absent parent; name of recipient; case number; number of children; payment source; collection basis; paternity/ obligation; arrears indicator; collection due; court ordered arrears; and enforcing court.  The file is arranged : microfiche - by case number					
8. Monthly Reference Rate One to six months old <u>1</u> seven to twelve months old <u>1</u> thirteen to twenty-four months old <u>6</u> yearly twenty-five months and older <u>4</u> yearly					
9. Annual Rate of Accumulation or Records Letter-size drawers : Legal-size drawers : Shelves : Other (Specify) approximately 12 cubic feet					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <u>contain names of clients</u>
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed? <u>COM</u>
X		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                  |
|--------------------------|--------------|-----------------------------------|------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.     |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>18</u> months |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.     |

Attach copy or excerpt of laws or regulations. Explain administrative need.

for purposes of reference and audit

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Microfiche (COM)

Cut off file at end of each fiscal year; hold in current files area 18 months, or until information is no longer needed; then destroy.

Cut off file as follows:

Magnetic Tape - Master File  
(data from forms 5708 and 5679)

Updated on monthly basis - tape to be maintained by DOAS Computer Center.

Forms 5708 and 5679

Destroy when information is placed on magnetic tape.

These instructions apply to all prior and future accumulations of the series.

Note: Records shall be retained until all audit questions are resolved.

- Printouts (received monthly)
- (selected data from forms 5679 and 5708)
- HRCS 0815R1 (Jurisdiction Incentive Detail)
- unnumbered (Child Support Collection Register)
- HRCS 0810R2 (Collection and Distribution Summary)
- HRCS 0810R3 (Distribution of Current Payment)
- HRCS 0810R4 (Suspense Release and Correctives)
- HRCS 0810R5 (Reimbursement Allocation Report)
- Cut off file at end of each fiscal year;
- hold in current files area 6 months;
- transfer to State Records Center; hold 4
- years; then destroy.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Tracy Teal</i>	8-17-79	<i>Elizabeth W. Crank</i> Elizabeth W. Crank, CRM	8/13/79
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	9-13-79
		Secretary of State/Designee	9-11-79
		Attorney General/Designee	9-15-79